

CHAPTER 4

ADMINISTRATION

Article I

GENERAL ADMINISTRATION

Sec. 4-1. Manager

- (a) Appointment. The council shall appoint a manager to serve at its pleasure. The manager shall be appointed solely on the basis of his executive and administrative qualifications. He need not be a resident of the city or state at the time of his appointment.
- (b) Power and duties. The manager shall be the chief administrator of the city. He shall be responsible to the council for administering all municipal affairs placed in his charge by them, and in addition to those powers and duties assigned to him by the city charter and by other provisions of law, he shall:
 - (1) Appoint and suspend or remove all city officers and employees not elected by the people, except those whose appointment or removal is otherwise provided for by law, in accordance with such general personnel rules, regulations, policies, or ordinances as the council may adopt;
 - (2) Direct and supervise the administration of all departments, officers, and agencies of the city, subject to the general direction and control of the council, except as otherwise provided by law;
 - (3) Attend all meetings of the council and recommend any measure that he deems expedient;
 - (4) See that all laws of the state, the city charter, and the ordinances, resolutions and regulations of the council are faithfully executed within the city;
 - (5) Prepare and submit the annual budget and capital program to the council;
 - (6) Annually submit to the council and make available to the public complete report of the finances and administrative activities of the city as of the end of the fiscal year;
 - (7) Make any other reports that the council may require concerning operations of city departments, offices, and agencies; and
 - (8) Perform any other duties that may be required or authorized by the council.

Sec. 4-2. Clerk

- (a) Appointment. There shall be a clerk appointed by the council to serve at its pleasure.
- (b) Duties. The city clerk shall:
 - (1) Give notice of meetings of the council;
 - (2) Keep a journal of the proceedings of the council;
 - (3) Record in a book kept for the purpose all ordinances and resolutions;
 - (4) Be the custodian of all city records; and
 - (5) Perform such other duties as are prescribed by law or by the city charter or by the council.

Sec. 4-3. Attorney

The council shall appoint a city attorney to serve at its pleasure and shall prescribe his duties and his rate of compensation.

Article II

FINANCE

Sec. 4-4. Finance Officer

- (a) Appointment. The city manager may appoint a finance officer.
- (b) Duties. The duties of the finance officer shall be to:
 - (1) Keep the city's accounts in accordance with generally accepted principles of governmental accounting and the rules and regulations of the Local Government Commission;
 - (2) Disburse all funds of the city in strict compliance with the Local Government Budget and Fiscal Control Act, the budget ordinance, and each project ordinance, and pre-audit obligations and disbursements as required by the Local Government Budget and Fiscal Control Act;
 - (3) Prepare and file with the council a statement of the financial conditions of the city whenever requested to do so by the council;

- (4) Receive and deposit money accruing to the city and supervise the receipt and deposit of money by other duly authorized officers or employees;
- (5) Maintain all records concerning the city's bonded debt, and determine the amount of money that will be required for debt service during each fiscal year, and maintain all sinking funds;
- (6) Perform such other duties as may be assigned to him by law, the city manager, the council, or by rules and regulations of the Local Government Commission.

Sec. 4-5. Budget Officer

The city manager shall be the budget officer. The budget officer shall perform those duties and responsibilities assigned to him by NCGS 159.

Sec. 4-6. Tax Collector

- (a) Appointment. The council may appoint a tax collector to serve until his successor has been appointed and qualified. The council may remove the tax collector under the circumstances and in accordance with the procedure specified in NCGS 105-349(a). The tax collector shall not begin his duties until he has furnished a bond in accordance with NCGS 105-349(c), nor shall he continue collecting taxes after such bond has expired without renewal.
- (b) Duties. In addition to other duties and responsibilities provided by law, the tax collector shall:
 - (1) Employ all lawful means to collect all taxes with which he is charged by the council;
 - (2) Perform such duties in connection with the preparation of the tax records and tax receipts as the council may direct under the provisions NCGS 105-319 and 105-320;
 - (3) Keep adequate records of at collections he makes;
 - (4) Account for money coming into his hands, in such form and detail as may be required by the finance officer;
 - (5) Make settlement at the times required by NCGS 105-73 and at any other time the council may require him to do so; and
 - (6) Send bills or notices of taxes due to taxpayers if instructed to do so by the council.
- (c) Revenue Collector. The council may appoint a revenue collector to collect the license tax.
- (d) Oath of Office. The tax collector appointed shall take and subscribe the following oath and file it with the city clerk:

"I, _____ do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as (deputy) tax collector of the City of Archdale, and that I will not allow my actions as tax collector to be influenced by person or political friendships or obligations, so help me God."

Signature _____

Secs. 4-7--4-14. Reserved.

Article III

PUBLIC SAFETY

Sec. 4-15. Police Department

- (a) The police department shall consist of a chief of police and as many police officers and staff as may be provided for from time to time by the city council.
- (b) As provided in NCGS 160A, police officers shall:
 - (1) Take, subscribe and file with the city clerk the oath of office prescribed by Article VI, Section 7 of the North Carolina Constitution;
 - (2) Have at the powers invested in law enforcement officers by statute or common law within the corporate limits of the city and within one mile thereof and on all property owned or leased by the city.

Sec. 4-16. Auxiliary Law Enforcement Personnel

- (a) Under and pursuant to NCGS 160A-13, the chief of police of the City of Archdale is authorized to establish and maintain a volunteer organization of reserve police officers to be designated as the "Archdale Police Reserve" whose members shall be volunteers and shall be clothed with the powers and charged with the duties of regular members of the Archdale police department. The city manager will report to the council on the status or changes made in the Archdale Police Reserve within thirty (30) days.
- (b) Such reserve police officers shall give the same bond and be subject to the orders and directions of their superior officers when on active duty as are regular members of the police department. They shall take and subscribe the oath required under NCGS 160A-284.
- (c) Reserve police officers shall receive no compensation from the city for services rendered as a reserve police officer except that the city shall pay the premium upon any bond, which

by the city, as well as the appurtenant premises to such buildings, indicating that a concealed handgun is prohibited therein.

- (b) Location of Signs. Signs on buildings shall be visibly posted on the exterior of each entrance by which the general public can access the building. The city manager shall exercise discretion in determining the number and appropriate location of signs to be placed on or within appurtenant premises and parks.
- (c) Severability; Conflict of Laws. If this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given separate effect and to that end the provisions of this ordinance are declared to be severable. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.
- (d) Effective Date. This ordinance shall be effective on and after December 1, 1995. (Adopted 10-24-95)

Sec. 4-18. Fire Department.

Sec. 4-19. Reserved.

Article IV

PLANNING AND REGULATION OF DEVELOPMENT

Sec. 4-20. Appointment and Organization of the Planning and Zoning Board and Board of Adjustments

- (a) A city Planning and Zoning Board for the City of Archdale is hereby created under the authority of NCGS 160A-361.
- (b) A city Planning and Zoning Board and Board of Adjustments shall consist of nine (9) members. These members shall consist of: one (1) member from each city ward, one (1) member at large and four (4) members who reside within the city and/or the extraterritorial zoning jurisdiction. At least two (2) and no more than three (3) board members may reside outside the city limits. City residents shall be appointed by the city council. Extraterritorial members shall be recommended for appointment by the city council and appointed by the Board of County Commissioners of Randolph/Guilford County. All members shall serve overlapping terms of three (3) years. All members shall have equal rights, privileges and duties. Members shall not hold any other official municipal government position or office.
- (c) As per NCGS 160A-388, the membership of the Planning and Zoning Board shall also serve as the Board of Adjustments.
- (d) A concurring vote of four-fifths (4/5) of the members of the BOA shall be necessary to reverse any order, requirement, decision or determination of the applicant on any matter

which it is required to pass under the zoning ordinance or to affect any variation in such ordinance. Four fifths (4/5) of the members of the BOA shall constitute a quorum for a meeting.

- (e) Members of the boards may receive compensation for service in keeping with city council policy. Members may be removed from the boards if they fail to attend at least 70% of all required meetings, miss three (3) or more consecutive meetings or by other cause. Vacancies occurring other than through expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the proper public body making the appointment and such appointment shall only be for the period of the unexpired term. A member may continue to serve the duration of his/her term until such time the council either reappoints said member or appoints a new board member.
- (f) Organization and Rules. Each board shall have a Chairman and Vice-Chairman. In February, boards shall elect a Chairman and Vice-Chairman from among the appointed members of each board and create and fill such other offices as they may determine. The Chairman of the Planning and Zoning Board may vote only in the event of a tie. The Chairman of the Board of Adjustment shall have voting privileges. The term of office for the Chairman and Vice Chairman shall be one (1) year. The Planning and Zoning Board shall meet at least once per month unless there is no business for the board, then it may be cancelled. All meetings shall be open to the public. Each Board shall adopt Rules of Procedure and keep a permanent record of all resolutions, findings and determinations (Ord. of 7-26-1994).

Sec. 4-21. Powers and Duties of the Planning and Zoning Board

- (a) It shall be the function and duty of the board to make and adopt a suggested master plan for the physical development of Archdale or modify parts of such plan as the board and city council may deem best. Such plan, with the accompanying maps, plans, charts and descriptive matter may show the board's recommendations for the development of said territory, including among other things, the general location, character, and extent of streets, bridges, parkways, playgrounds, parks, aviation fields and other public ways, grounds and open spaces, the general location of public buildings and other public property, and the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power and other purposes; also the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, grounds, open spaces, buildings, property, utilities, or terminals, as well as a zoning plan for the control of the height, area, bulk, location and use of buildings and premises. The board may from time to time recommend amendments, extensions or additions to the plan.
- (b) In the preparation of such plan or modified plan or parts thereof, the board shall make careful and comprehensive surveys and studies of present conditions and future growth of Archdale and with due regard as its relation to neighboring territory. The plan shall be made with general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the city and its environs which will, in accordance with present

and future needs, best promote health, safety, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development, including among other things, adequate provision for traffic, the promotion of safety from fire and other dangers, adequate provision for light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, and the adequate provision of public utilities and other public requirements.

- (c) Before the adoption by the board of the plan or any such part, amendment, extension or addition of the board shall hold at least one public hearing thereon. The board shall have power to promote public interest in and understanding of the plan and to that end may hold public hearings, publish and distribute copies of the plan or of any report and may employ such other means of publicity and education as it may determine. Individual members of the board, when duly authorized by the board, may attend city planning conferences or meetings. The city may pay any reasonable traveling expenses incident to said attendance upon approval by the city council. All officers or employees of the city shall render such reasonable assistance and any such information to the board as may be requested by the board for its work.
- (d) Additional powers and duties of the Planning and Zoning Board shall be governed as per the board's adopted Rules of Procedure.

Sec. 4-22. Proceedings of the Board of Adjustments

- (a) An appeal to the board may be taken by any person, firm, or corporation aggrieved, or by any town officer, department board or agency affected by any decision of the zoning enforcement officer based in whole or in part upon the provisions of the zoning ordinance. Such appeal shall be taken within such time as shall be prescribed by the board by general rule of appeal and specifying the grounds thereof. The zoning enforcement officer shall transmit to the board all the papers constituting the record upon which the action appealed from was taken. An appeal stays all proceedings in furtherance of the action appealed from unless the zoning enforcement officer certifies to the board, after the notice of appeal shall have been filed with him, that by reason of the facts stated in the certificate a stay would, in his opinion, cause imminent peril of life and property, in which case proceedings shall not be stayed.
- (b) Additional proceedings of the Board of Adjustment shall be governed as per Article XIV of the Zoning Ordinance.

Sec. 4-23. Power and Duties of the Board of Adjustments

- (a) The board shall make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum one that will make possible the reasonable use of the land, building, or structure;

- (b) The board shall make a finding that the granting of the variance will be in harmony with the general purpose and intent of the zoning ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;
- (c) In granting any variance, the board may prescribe appropriate conditions and safeguards in conformity with the zoning ordinance. Violation of such conditions and safeguards, when made part of the terms under which the variances granted, shall be deemed a violation of the zoning ordinance and punishable by the zoning ordinance; and
- (d) Under no circumstances shall the board grant a variance to allow a use not permissible under the terms of the zoning ordinance in the district involved, or any use expressly or by implication prohibited by the terms of the zoning ordinance in said district.
- (e) Decision of the Board of Adjustment. In exercising the above mentioned powers, the Board of Adjustments may reverse or affirm, wholly or in part, or may modify and order, requirements, decisions or determinations as ought to be made, and shall have the powers of the administrative official from whom the appeal is taken.
- (f) Additional powers and duties of the Board of Adjustments shall be governed as per Article XIV of the Zoning Ordinance.

Article V
(reserved)

Article VI

BUILDING PERMITS, FEES AND INSPECTIONS

Sec. 4-26. Building Inspections Department

The Randolph County Building Inspections Department shall have the authority and responsibility to enforce the North Carolina State Building Code within the City of Archdale, as permitted by NCGS 160A-411 and 160A-413 and authorized by agreement between the city council of the City of Archdale and the Board of Commissioners of Randolph County.

Sec. 4-27. Building Permits

- (a) It shall be unlawful for any person to begin or proceed with the construction, alteration, removal or demolition, in whole or in part, of any building or other structure within the city without first obtaining from the county building inspections department a permit to do so.
- (b) It shall be unlawful within the city for any person to install a gas conversion burner, floor furnace, central heating plant, vented wall furnace, water heater, boiler or consumer's gas piping, or to convert existing piping to utilize natural gas without first obtaining a permit from the building inspector to do such work, but permits shall not be required for setting

or connecting other base appliances, or for the repair of leaks in housing piping. A gas company shall not be required to obtain permits for work having to do with its own system.

- (c) It shall be unlawful within the city for any person to install, alter or remove, in whole or in part, any system installation or appliance which is operated by or provides for the use of oil, electricity or water without first obtaining from the building inspector a permit to do so unless in any instance it is specifically provided by state law or this Code or other ordinance that such permit shall not be required.

Sec. 4-28. Building Permits--Application For

Any person desiring to obtain a permit required by this article shall make application thereof to the Archdale office of the county building inspections department, which application sets out, in addition to all information required by law, such additional information, plans and sketches as may be required by the county.

Sec. 4-29. Reserved.

Sec. 4-30. Fees for Permits

- (a) Except as may be provided otherwise by state law, the applicant for any permit required by this Article shall pay to the county building inspections department, prior to the issuance of the permit, such fees as provided for by the Randolph County Board of Commissioners, copies which are on file in the office of the clerk and the county building inspections office. (Ord. of 6-15-1971; revised 11-25-1986)

Article VII

PUBLIC WORKS DEPARTMENT, UTILITIES DEPARTMENT

Sec. 4-31. Public Works Department

- (a) The department of public works shall consist of a director of public works and as many other employees as the council may authorize from time to time.
- (b) The public works department shall have such duties and responsibilities related to streets and other public works as may be assigned by the council or the manager.

Sec. 4-32. Utilities Department

- (a) The utilities department shall consist of a director of utilities and as many other employees as the council may authorize from time to time.
- (b) The utilities department shall have such duties related to water and sewer utilities as may be assigned by the manager.

Article VIII

RECREATION

Sec. 4-33. Recreation Department

- (a) The recreation department shall consist of the recreation director and as many other employees as may be authorized from time to time by the council.
- (b) The recreation department shall have such duties and responsibilities relating to recreation as may be assigned by the manager.

Sec. 4-34. Creekside Park

- (a) Creekside Park is a municipal park open for public use between the hours of 8:00 a.m. and 11:00 p.m. Entrance into the park between the hours of 11:00 p.m. and 8:00 a.m. is forbidden and shall be considered trespassing unless special permission is granted by the Parks and Recreation Department.
- (b) The Parks and Recreation Department shall maintain policies, approved by the city council, for the operation of Creekside Park. Written copies of such policies shall be available at the park and at city hall. Individuals and groups may be asked to leave the park for violation of such policies and may be denied future use of the park.
- (c) The following regulations are adopted as ordinances and may be enforced by the Archdale Police Department, with a fine as prescribed in NCGS 14-4.
 - (1) It shall be unlawful for any person to remove, destroy, mutilate or deface any structures, equipment or plant life located in the park. Anyone doing so shall replace or pay for the same;
 - (2) It shall be unlawful for any person to bring upon, possess, or display any alcoholic beverage or narcotic substance in the park at any time, with the exception that service of alcohol may be approved by City Council for City-sponsored events where appropriate ABC permits have been obtained as described in Section 5-27(b). Such requests must come from staff and include Archdale Police Department approval regarding the provision of public safety and well-being;
 - (3) Smoking and use of tobacco products within 50 feet of any area or facility designed or designated for youth activities such as playgrounds, ball fields and the recreation center is prohibited;
 - (4) No loud or unreasonably disturbing noises are allowed;
 - (5) The park shall not be used for commercial or private gain functions;

- (6) No group shall be allowed to charge admission to any park area unless approved by the Archdale Parks Recreation Department;
- (7) Littering is strictly forbidden;
- (8) No one may sell any item on park property without permission from the Archdale Parks and Recreation Department;
- (9) No uncontained fires are allowed. Grills may be brought from home to use;
- (10) Feeding and releasing of animals, both wild and domesticated, in Creekside Park is prohibited;
- (11) No unleashed pets are allowed;
- (12) Parking is permitted in designated parking areas only;
- (13) The park speed limit is 15 miles per hour.

All other applicable city ordinances shall be enforced within Creekside Park.

Sec. 4-35. Reserved.

Article IX

LIBRARY

Sec. 4-36. Library Established

Pursuant to the authority granted by NCGS 153A-14, there is hereby established a free public library in the City of Archdale, North Carolina, to be known as the Archdale Public Library.

Sec. 4-37. Use of Library

The use of the public library herein before created and established shall be forever free to the inhabitants of the City of Archdale, subject to such reasonable rules and regulations as may be adopted by and approved by the Archdale City council. (Ord. of 11-28-1972, 6-25-1974)

Article X

COMMUNITY APPEARANCE COMMISSION

Sec. 4-38. Created

Pursuant to NCGS 160A-451, there is hereby created a Community Appearance Commission of the City of Archdale, to perform the functions and duties herein prescribed.

Sec. 4-39. Composition and Membership

The Community Appearance Commission shall consist of nine members appointed by the city council, which appointees shall be residents of the city or reside within the area in which extraterritorial zoning is exercised by the city. The members of the commission shall serve for terms of three years until successors are appointed. Members may be removed from the Commission if they fail to attend at least 70% of all required meetings, miss three (3) or more consecutive meetings or by other cause. Vacancies occurring other than through expiration of term shall be filled as soon as is reasonably possible after such vacancy occurs by the proper public body making the appointment; and such appointment shall only be for the period of the unexpired term.

Sec. 4-40. Powers and Duties

(a) It shall be the duty of the Community Appearance Commission, generally:

- (1) To initiate, promote and assist in the implementation of programs of general community beautification in the city and its environs.
- (2) To seek to coordinate the activities of individuals, agencies, organizations and groups, public or private, whose plans, activities and programs bear upon the appearance of the city and its environs.
- (3) To provide leadership and guidance in matters of design and appearance to individuals, organizations and groups, public or private, who shall request such assistance.
- (4) To make studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, and to suggest standards and policies of design for the entire community, any neighborhood thereof or any individual project to be undertaken therein.
- (5) To prepare both general and specific plans for the improved appearance of the city. Such plans may include the entire community or any part thereof, and may include the private as well as public property. Such plans shall set forth desirable standards and goals for the aesthetic enhancement of the city or any part thereof, including public ways and areas, open spaces, and public and private buildings and projects.

(b) To participate in appropriate ways in the implementation of such plans. To this end, the following specific powers are hereby conferred upon the commission:

- (1) To request from the proper officials of any public agency, including the city, the county, the school district, all public utilities and any state or federal agency, its plans for public buildings, facilities or projects in the city and its environs.

- (2) To review such plans and to make recommendations regarding their aesthetic suitability to the appropriate agency or governing board and to the city council. The commission shall review such plans in a prompt and expeditious manner. All recommendations of the commission with the regard to any public project shall be in writing, and copies of such recommendations shall be transmitted promptly to the council.
 - (3) To formulate and recommend to the planning board and council, such ordinances and amendments to this code or other existing ordinances (including the zoning ordinance, subdivision regulations, and other local ordinances regulating the use and development of property), as will, in the opine of the commission, serve to enhance the appearance of the city and its environs.
 - (4) To direct city officials' attention to needed enforcement of this code or other ordinances which in any way may affect the appearance of the city.
 - (5) To seek, through any appropriate means, voluntary adherence to the standards and policies of its plans.
 - (6) To study and make recommendations to the council concerning implementation of the powers conferred upon the commission by this division.
 - (7) To enter, in the performance of its official duties and with the permission of the property owner, upon private lands and to make examinations or surveys.
 - (8) To promote public interest in, and an understanding of, its recommendations, studies and plans, and to that end to prepare, publish and distribute to the public such studies and reports as will, in its opinion, advance the cause of improved community appearance.
 - (9) To conduct such public meetings and hearings as may in its judgment be deemed necessary, giving reasonable notice to the public thereof.
 - (10) To conduct an annual meeting at which the programs, problems and policies of the commission shall be presented, and at which the public at large shall be invited to express itself on matters relating to the city's appearance.
- (c) In addition to other powers and duties, the commission may:
- (1) Receive, evaluate and make recommendations on public and private building projects.
 - (2) Make incentive awards to individuals and firms who make outstanding contributions to improve community appearance.
 - (3) Sponsor a "clean-up; fix-up" week.

- (4) Designate an "arbor week" project and sell trees and shrubs to private individuals at cost.
- (5) Continually review the provisions of this code and other ordinances in effect in the city bearing on beautification and appearance. Make recommendations on needed revision of such code or other ordinances.
- (6) Undertake a continuing "anti-litter" campaign.

Article XI

CITY OF ARCHDALE STORMWATER ADVISORY BOARD

Sec. 4-41. Establishment of a Stormwater Advisory Board.

A city of Archdale Stormwater Advisory Board is hereby established.

Sec .4-42. Membership qualifications and terms.

The Stormwater Advisory Board shall consist of seven (7) members appointed by the City Council. Board representation shall consist of five (5) members who are owners of single-family residential property within the Archdale and two (2) members who are owners or employees of companies owning property within Archdale used for multi-family, business, commercial, or non-profit purposes. In addition, one member of City Council shall be appointed to serve in a non-voting, ex-officio capacity on the board.

The terms of board members shall be a maximum of three (3) years. The terms of the original members may be staggered so that all terms do not expire simultaneously. Vacancies shall be filled only for the remainder of the unexpired term of the vacant position. Members of the board shall demonstrate interest in support for the efficiency, effectiveness, goals and missions of the City's stormwater management program. Board members shall serve without compensation, but may be reimbursed for actual expenses incidental to the performance of their duties within the limit of funds available to the board and identified by the City Council for such purposes.

Sec. 4-43. Powers and duties of the board.

The Stormwater Advisory Board is herewith charged with the following responsibilities:

1. Provide recommendations regarding the identification and implementation of stormwater management program issues including but not limited to program activities, functions, systems, and funding.
2. Assist City staff in working with stakeholder groups to implement program objectives and activities.

3. Assist City staff with public education and outreach activities that promote the city's stormwater management program.
4. Assist City staff in meeting the identified goals and objectives of the city's stormwater management program.
5. Provide a mechanism for program evaluation and annual reporting to the City Council of the program activities and effectiveness.

Sec. 4-44. Meetings.

The board shall establish a regular meeting schedule and shall meet at least quarterly.

All meetings shall be open to the public and reasonable notice of the time and place thereof shall be given in accordance with the North Carolina Open Meetings Law.

The board shall keep a record of its meetings, including attendance of its members, and its resolutions, findings, recommendations, and actions.

Sec. 4-45. Meeting Attendance.

Any member of the board who misses more than three (3) consecutive meetings shall lose his or her status as a member of the board, and shall be replaced or reappointed by the City Council. Absences due to sickness, death, or other emergencies of like nature shall be recognized as excused absences, and such shall not affect the member's status on the board, except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

Sec. 4-46. Quorum and voting.

A quorum of the board shall consist of a simple majority. The voting of a simple majority of those present at a meeting, a quorum being present, shall be necessary to take any official board action.

Sec. 4-47. Bylaws and rules of procedure.

The board shall adopt bylaws and rules of procedure as may be necessary for the board to conduct its business and carry out its duties and responsibilities.

Article XII

OATHS AND BONDS

Sec. 4-48. Oaths and Bonds of Officers and Employees

- (a) All officers and employees appointed by the council shall serve at the pleasure of the council except as otherwise provided by law, and shall receive for their services such compensation as may be established annually in the budget ordinance.
- (b) In addition to the requirements of state law, the council shall prescribe the required bond for each officer or employee that it deems necessary to be bonded, and no such officer or employee may begin the duties of his office until the required bond has been obtained.
- (c) All city officers shall take the following oath before beginning their duties:
"I, _____ do solemnly swear (affirm) that I will support and maintain the Constitution and laws of the United States and the Constitution and laws of North Carolina not inconsistent therewith and that I will faithfully discharge the duties of my office as _____, so help me God.
- (d) This oath may be administered by the mayor or by any other official authorized to administer oaths by shall be subscribed and filed with the city clerk.